

RESIDENT'S HANDBOOK



PROPERTY OF THE RICHMOND CITY JAIL
1701 FAIRFIELD WAY
RICHMOND, VA 23223



CITY OF RICHMOND, VIRGINIA

To: All Residents (Inmates)

We, the Staff of the Richmond City Sheriff's Office are charged by law, with the responsibility of your custody, care and safekeeping during your entire incarceration within this facility.

This handbook contains the rules and regulations governing your behavior while here. These guidelines are in compliance with the standards established by the Virginia State Board of Corrections for the Administration of Local Jails.

It also provides a brief description of the services and programs offered for your participation. We encourage each of you, not only to abide by these rules but, to take advantage of the services and programs.

You will be issued a copy of this handbook, and it is **YOUR** responsibility to keep it, without damage, and return it at the time of your release. If it is lost or damaged, you will be charged **\$7.00** to replace it.

Should you have any questions concerning the procedures outlined in this handbook, do not hesitate to contact any deputy on duty.

This booklet is approved for distribution
to residents confined in the

RICHMOND CITY JAIL

C.T. Woody, Jr., Sheriff

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I. PROCESSING

You will be issued jail clothing, in place of your civilian clothing during processing. You will also receive the following for your use:

- (1) Mattress
- (2) Sheets
- (1) Towel
- (1) Blanket (depending on the weather)
- (1) Hygiene packet containing:
 - (1) Razor (Residents with documented or suspected mental disorders will not be issued a razor)
 - (1) Toothbrush
 - (1) Toothpaste or powder
 - (1) Soap
 - (1) Deodorant
 - (1) Comb
 - (1) Toilet paper

You should check all issued property and your personal property being turned in **before** signing your property receipt. You will be held liable for this and other Jail property damaged or lost. Your personal property will be returned to you upon your release from this facility. Should any of your personal property be misplaced, the receipt that you signed identifying the property must be presented before any settlement is reached. *You are responsible for any personal property taken into the living area of the jail.*

A. PERSONAL PROPERTY AND MONEY

Upon admittance, you will be required to turn over to the Jail officials all personal property and a receipt will be issued to you for those items turned in.

Upon entry to the Jail, all medicines and/or prescriptions will be sent to the Medical Department and dispensed as prescribed, **after** approval from the Jail's physician has been granted.

The following items may be kept in your possession:

1. Writing instruments, unless they are considered dangerous and **blue** ink only.
2. Addresses and telephone numbers. If in the form of a book, they may not be bound by metal or plastic fasteners.
3. Eyeglasses, hearing aids, and prosthetic devices.
4. Reasonable amounts of legal materials, religious materials (Bible, Quran, etc.) in your possession when arrested.
5. Photographs (no more than 5), no larger than 3"x5" in size, **No Polaroid's**.
6. Religious and medical alert medallions not exceeding 1" inch in size. (These items will be approved on a case-by-case basis). No chains, necklaces, or bracelets related to these items will be authorized.

You cannot take money from your account and put it into another residents' account. You will not be allowed to transfer money from your account to a civilian other than your attorney to pay for your legal expenses without permission from the Sheriff.

You will receive your property back when you are released or transferred to another institution. In some circumstances, other institutions will not accept the property and you will have five (5) business days to have the property picked up. If you are released on a weekend or holiday, your property (excluding commissary) will be held for six (6) months from the date of release or transfer.

The Quartermaster section will keep a written itemized inventory of your cash and personal property and give you a signed copy of this receipt.

You will receive your property back when you are released or transferred to another institution. In some circumstances, your money will be sent to you. If you are released on a weekend or holiday, your property (**not including commissary items**) will be held for **6 months**. If your property is not claimed within **6 months**, from your release, it will be disposed of.

B. CLOTHING EXCHANGE

The exchange of civilian clothing for court appearances is accepted Monday through Friday, from 9:00 a.m. until 3:00 p.m. Only residents appearing in Circuit Court or who have a trial by jury will be allowed to exchange clothing. Residents appearing in any other court will be dressed in a Jail issued uniform.

The following items may be exchanged:

- (1) Shirt
- (1) Pair of pants
- (1) Suit
- (1) Tie
- (1) Dress or Skirt
- (1) Pair of Shoes (No sandals or tennis shoes will be accepted)

NOTE: Searches of your cell, your property, or your person, may be conducted at any time. Searches of your cell or your property do not require you to be present during the search.

C. COMMISSARY

Commissary services are available for the purchase of personal items. The commissary items are supplied by a contract vendor and order forms are distributed to residents on Friday evenings.

The commissary orders are then filled and the pre-packaged items are then distributed to residents the following Friday evening. The amount of purchase and the type of items you may purchase is predetermined by your custody level.

An accurate account shall be maintained of your funds. The amount spent and the account balance will be reported at each commissary transaction.

A valid resident armband must be visible and observed by the vendor, prior to distribution of any commissary items. If ordered items are missing, or if you receive the

wrong item, you must immediately notify the vendor and a replacement item will be provided, or your resident account will be credited for the amount of the missing item. No canteen will be distributed without an armband. *Residents without money or have less than \$3.00 on their account and have been a resident for at least 90 days are considered to be indigent. They may request an indigent and/or stamp package by sending a note to quartermaster each week to be placed on a list for these items. Stamps are available every week and indigent package every 30 days.*

When you are released or transferred from this facility you must pick up your commissary items within 10 working days of your release.

D. PERSONAL HYGIENE

Upon admission you will receive a hygiene packet, bedding and other necessities. You will not be placed in any cell which does not have a sink, toilet or bed, unless the Staff believes that these items would present a substantial danger to you. In this case you will be placed in a more secure location. Living in close quarters makes it essential that each resident be especially conscious of his or her personal hygiene habits.

You will be allowed and **encouraged** to shower and shave daily. **You are required to shower at least twice a week and after periods of recreation.**

You will receive clean linen and towels at least once a week. You will receive a clean change of jail issued clothing twice a week. All linen and jail clothing exchanges are conducted on your assigned building.

Sanitation equipment and supplies are available daily for cleaning of personal and communal areas. Extermination will be done as required by the Virginia State Board of Corrections Minimum Standards to keep the Jail free of pests.

E. MEDICAL AND DENTAL CARE

Emergency Medical care is available to you **24** hours a day. A licensed Physician and Dentist provides the Medical and Dental services at the Richmond City Jail. Licensed health care providers are on duty during all shifts.

You are questioned at the time of your commitment to the Jail for medical, dental, psychiatric, substance abuse, communicable diseases and clinic referrals according to Administrative policies and procedures. **Refusal by any resident to have this screening performed will result in the resident being placed in administrative segregation until the screening has been completed.**

Medications are dispensed daily as required. It is your responsibility to receive medication when called by the nurse or by reporting to the pill line. No medication will be dispensed without an armband on your arm at the time of pill pass.

A medical doctor and/or dentist are available if requested, or upon referral by the nursing/dental staff after an initial screening. The doctor's hours are Monday through Friday.

Psychiatric counseling is available, if indicated, after an evaluation is made by the medical staff. A psychiatrist is

at the facility biweekly. If you need medical, psychiatric or dental services, you should place a resident request form in the medical request box located near the dining hall entrance.

This request should include: your name, today's date, jail number, your housing assignment and your medical, psychiatric or dental problem. All information must be written legibly.

In accordance with Virginia Code Section 83.1-133.01, adopted July 1994, you will be charged for medical/dental services.

Your account will be charged a fee each time you request or receive medical services. You will be charged for each medical service you request. These charges include, but are not limited to, examination by a Nurse or Facility Physician, Psychological counseling, HIV testing, medication, certain hospital services, hospital transportation, x-rays, lab testing, diabetic treatment and dental services. Additionally, you may be charged for ALL expenses incurred as a result of you being in any altercation or causing injury to yourself or someone else. These charges may include all hospital expenses and costs associated with further care or treatment by a specialist.

You will not be charged for **emergency** medical care or necessary follow up care, as directed by the health care provider. Any person requiring **emergency** medical care should notify Jail Staff who will notify the Medical Department. **Medical care will NEVER be refused to any resident.** Those residents who do not have money on their canteen account will have a negative balance

charged to their account. Once funds are placed on their account, the fee will then be deducted.

Any resident not choosing to utilize the Jail Medical Dental Staff or Physician may contact a licensed Physician/Dentist of their choice to evaluate them at the Jail. The resident is responsible for the cost of the Physician's visit, care and any treatments prescribed.

F. RESIDENT KEEP FEE

The Virginia General Assembly has amended the Code of Virginia to allow any sheriff or jail superintendent to charge residents a reasonable fee, not to exceed \$3.00 per day to defray the cost associated with the resident's keep.

A payment of \$1.00 per day will be charged to your resident account daily. If a resident has no funds, the resident's account will be debited until funds are available. If the release date and the admission date are within 24 hours, the resident shall be charged only the equivalent of one day's fee. *This fee is subject to change. Residents will be notified of the change 30 days in advance.*

If the resident is released, paroled or transferred from the Richmond City Jail and is incarcerated at the Richmond City Jail at a later time, the negative balance will be applied to the resident's new account.

Residents who are adjudicated "not guilty" on all filed charges are eligible for a refund of all residents' keep fees. Any person receiving deferred adjudication by the

Court pending community programming or whose charges are dismissed nolle prosequere as the result of successfully fulfilling other court mandates shall not be eligible for a refund. Any resident eligible for a refund must submit a request in writing to the Sheriff within 60 days of his/her release. Refunds shall be made from the appropriate funding sources, e.g., commissary funds.

G. BONDING SERVICES

Persons who are not released on their own recognizance, to a third party, or who cannot afford to pay the entire amount of their bond in cash, may try obtaining the services of a professional bondsman.

Bonding companies are a private business and usually charge a percent of the total bond as a service charge. This money is non-refundable. There is no law requiring a bonding company to bond anyone out of jail. Bondsmen set the terms for bonding someone out of jail.

Members of the Sheriff's Office **cannot arrange** for your release, nor do they have any affiliation with bonding companies.

II. CLASSIFICATION SERVICES

A. OBJECTIVE JAIL CLASSIFICATION

Upon intake to the Richmond City Jail, residents will be classified in accordance with the established

procedures of Objective Jail Classification (OJC). The purpose of OJC is to provide fair and consistent guidelines in determining resident assignments to housing areas, custody/security levels, treatment and program services. This ensures that decisions are made to benefit both the facility and the resident. OJC procedures are administered without discrimination against any resident, based on sex, race, color, creed, culture, physical or mental handicaps or national origin.

OJC is an ongoing process for evaluating and appropriately housing residents in a manner that will facilitate the needs of the institution and the resident. OJC relies on a narrow set of well defined legal factors, (severity of offense, prior convictions, prior institutional behavior and personal characteristics, such as: age, residence, employment and family ties).

Residents will be housed in specific locations in accordance with a well defined criterion. Those residents who enter the Jail with violent or assaultive crimes, or who have a criminal history of violent or assaultive crimes, or who have a history of institutional infractions, will be housed in an extremely restrictive manner. Violation of institutional rules or any violent or assaultive behavior while incarcerated will automatically move a resident to the most restrictive housing area.

B. CLASSIFICATION PROCESS

The classification process begins with your initial interview when you are first brought into the facility, either at the Jail Annex or the Jail, where officers gather basic information.

Later you will be sent to the Classification section for an in-depth interview and orientation, where you are photographed and assigned a custody/security level, which will determine where you are housed within this facility.

During your orientation you will receive information explaining the Jail programs, rules and regulations, disciplinary procedures and other important information that you will need to know to help you during your incarceration. Based on your interview and the review of that information, you will be assigned to a housing area with other residents that have the same custody security level as you.

Should you feel the need to be isolated from others, you should notify the Classification officer who interviews you of this fact. You **must** present a valid reason for this request.

You may be assigned to a special housing unit due to intoxication, mental health concerns or other reasons to protect against self injury or injury to others. Personal items that can cause any type of bodily injury will be removed from the special housing unit.

You will be issued a **required** Jail resident identification armband during classification. The armband will have your picture, Jail resident number and housing location printed on it. Use this armband for identification and commissary purchases. You **must** wear and display your armband, at all times. If asked by **ANY** Jail staff for identification, you are **required** to display your armband to that staff member.

If you damage , destroy, alter, remove or fail to display your armband when asked by any Jail staff member, you will be in violation of this policy and the following punishment will be imposed:

1st Offense - Incident report filed and loss of visitation for **30** days.

2nd Offense- Incident report filed and loss of visitation for **60** days.

3rd Offense- Resident Disciplinary report filed and a referral to the ICC committee, which may result in confinement to isolation for a period of **15** days and loss of visitation or **120** days.

You will be charged **\$25.00** for any armbands that have been damaged, altered, removed or destroyed in addition to any previous punishment.

Jail programs and activities will be explained to you during the orientation process. Security permitting, each resident will have equal access to all jail programs and activities.

C. RECLASSIFICATION

Residents may be reclassified for **2** reasons:

Aggregated - Reclassification to a more restrictive level of housing for negative behavior or a change in legal status. **This reclassification will occur automatically.**

Mitigating - Reclassification to a less restrictive level of housing for positive behavior and program/detail involvement.

Mitigating reclassification is conducted based on the following schedule:

Custody Level

Level 1 Reclassified every 30 days

Level 2 Reclassified every 60 days

Level 3 May be reclassified every 90 days since the last reclassification, when requested by the resident.

Level 4, 5 Reclassified at the residents request after being completely sentenced.

Level 6,7,8 Will not be reclassified, at the lowest level.

(Residents in levels 6,7,8, must be involved in a detail or Jail sanctioned programs to maintain this custody level and status).

Special Purpose Housing (Segregation/Protective Custody) will be reclassified every 45 days.

Residents who wish to appeal their classification may appeal through the grievance process. All appeals must be submitted to the Sheriff or designee, within 3 working days from the date of the classification. This must be done, in writing, and contain explicit justification for the appeal. Appeals shall be heard or responded to within 5 working days after receiving the appeal. The designated representative will send you a written decision to your appeal within 3 working days. **The Sheriff's representative's decision is final.**

III. RESIDENT SERVICES

A. WORK RELEASE

Residents who are gainfully employed before their incarceration, may be eligible for participation in the Work Release program. The program allows you to keep your job while completing your jail sentence. There are 2 ways to become a participant:

The Judge who sentenced you can assign work release participation as a part of your sentence.

You may apply through the jail process by completing a resident request form and placing it in the work release box located at the entrance to the dining hall. The request form must include your resident number, place of employment, your supervisor's name and telephone number.

You must meet the following minimum eligibility requirements to be considered for the program:

- Gainfully employed.
- Total sentence not to exceed 2 years.
- A resident of Virginia.
- No convictions of escape or eluding.
- No warrants, detainers or pending charges.
- No disciplinary infractions during your confinement.

- No aggressive or violent offenses.
- No sex offenses.

- No involvement in organized crime.

- Drug offenders will be considered on a case by case basis.

- Agree to electronic monitoring and fees.

- Work release participants are responsible for their own medical care and medications

If you meet the minimum eligibility requirements, you can be considered for the program.

B. HOME ELECTRONIC INCARCERATION (HEI)

This program offers non-violent offenders an opportunity to complete their sentence while being monitored electronically in their home.

The Judge that sentenced you can assign HEI as part of your sentence. You may also apply for this program as outlined in the Work Release program.

There are three types of HEI:

1. HEI Employed:

You must be employed, and participants are required to pay a per day fee.

2. HEI Unemployed:

Resident reports to the NEAT program Monday - Friday, and the HEI fee is waived.

3. HEI Medical:

This program is designed for **severe** medical patients whom are best suited and cared for by their personal physicians. The HEI fee is waived.

You must meet the following minimum eligibility requirements to be considered for the program:

- Must have telephone service in your residence without any special features.
- Reside within the City of Richmond.
- Gainfully employed. (if applicable)
- Total sentence not to exceed **2** years.
- A resident of Virginia.
- No convictions of escape or eluding.
- No warrants, detainers or pending charges.
- No disciplinary infractions during your confinement.
- No aggressive or violent offenses.
- No sex offenses.
- No involvement in organized crime.
- Drug offenders will be considered on a case by case basis.
- Meet requirements of the Work Release program.

If you meet the minimum eligibility requirements, you can be considered for this program.

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C. NEW ENVIRONMENT ACTION TEAM PROGRAM (N.E.A.T)

This program is designed to offer non-violent offenders, who are not gainfully employed, an opportunity to complete their sentence in a Monday - Friday community service program.

As a participant of the NEAT program, residents will work with different departments within the City of Richmond, i.e. Parks and Recreation, Score Team, Leaf removal team, Graffiti removal team, Public Works, etc.

NEAT gives participants that **are not** gainfully employed the opportunity to be involved in a working environment, while learning valuable skills that could lead to future employment within the City of Richmond.

Residents must meet the minimum requirements for Home Incarceration in order to be eligible for the NEAT program.

D. EDUCATIONAL PROGRAMS

The Richmond City Jail has educational programs available for residents. You may choose to take part in the following educational services:

1. Opportunity to prepare for the GED and take the exam at the Jail.
2. Opportunity to learn basic adult skills (reading, language, mathematics, vocabulary and writing).
3. Opportunity to help resident students by tutoring in

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GED or basic skills.

4. Opportunity to learn basic computer skills.

5. Opportunity to live on the Educational Community housing unit where students and tutors live and work full time. This community stresses educational and personal growth, respect and caring for each other.

If you are interested in participating in the Educational Program, put a request in the Classification box located outside the dining hall. Include your name, resident number, location and how you wish to participate.

Not all residents are eligible to participate in this program.

E. RELIGIOUS SERVICES

Religious services afford residents an opportunity to attend church services and bible study as scheduled by the Chaplain's office. You may voluntarily attend the services of your choice during the scheduled hours. (Some security restrictions may apply) Due to space limitations, restrictions are placed on the number of residents allowed to attend services and programs at any one time.

(The above does not necessarily include physically attending church services; residents on a higher security status may be brought materials due to security constraints).

You are not required to attend such services.

F. FUNERAL SERVICES/VIEWINGS

Residents are not allowed to attend funeral services, but may request through the Chaplain, to attend a viewing. The viewing **must** be for an immediate family member and **must** be approved by the Sheriff or his/her designee.

The resident may incur costs associated with the provision of security, i.e., staff overtime or transportation costs.

G. WORK ASSIGNMENTS

You will have the opportunity to be assigned to a work detail (kitchen, laundry, maintenance, library, educational, janitorial, canteen, chaplain, medical) once you are completely sentenced.

The opportunity to work is a privilege and not a right. You must have a good jail adjustment record and have no outstanding detainers. After you are sentenced, you may request work detail, by putting a written request in the Classification box at the entrance of the dining hall. Residents in custody levels 1,2,3 are not eligible to perform details.

The sheriff may grant residents additional credits for performance of institutional work assignments, participation in classes, or participation in local work force programs. If available at the facility, at the rate of five (5) days for every 30 days served. The time so deducted shall be allowed to each resident for such time as he/she is confined in jail. The sheriff may

reward a resident up to five (5) days of additional EGT for "obtaining" his/her General Education Diploma or completing a jail sponsored training or educational program. It shall be the responsibility of the sheriff to determine the amount of EGT rewarded.

You will be removed from a work assignment (work detail) if you do not perform your work satisfactorily or if you are charged with a Major or Minor offense and convicted.

H. LAW LIBRARY SERVICES

All residents awaiting trial or on an appeal shall have access to the law library in the jail. Law library privileges will not be denied because of disciplinary action.

Access does not necessarily include physically visiting the law library, materials may be brought to you due to security constraints). Our law library holds a current collection of law books, in computerized or printed form, which are available for your use.

If you would like to visit the law library to prepare for your court case/appeal, place a note in the box marked "Library Services" outside of the resident dining hall. Residents in segregated housing areas may speak with the librarian visiting the section at least once a week, to make arrangement for services.

Females may place a note in the box marked "Library Services" located in the hall outside of the pod area. If you are unable to purchase your own writing materials,

sufficient paper and envelopes will be provided for your legal needs.

I. LEISURE LIBRARY SERVICES

Leisure library services are designed to provide books and magazines of general reading interest. The Librarian or representative visits each housing area on a continuous basis, handing out books and magazines, and picking up any old books to be re-circulated. **You may not have more than a total of 2 books or magazines from the leisure library.**

J. NOTARY PUBLIC SERVICES

If you need a document notarized, submit a request for the notary service, by placing a written request in the "Library Services" box at the entrance of the dining hall.

K. RECREATION

The jail has a recreation program for the male and female residents. Residents will not leave the recreation area for any reason unless authorized by the recreation staff. Residents will dress in the proper attire going to and from recreation.

Recreation Rules:

1. No eating in the recreation areas.
2. No horseplay is permitted in any recreation area, nor when going to, or returning from the recreation area.
3. All injuries will be reported to the recreation staff who shall report the injury to the Medical Services

Unit. If you refuse to see medical attention, a refusal form will be placed in your medical file.

4. Any resident who argues, defaces equipment or cheats will be escorted back to their assigned housing area.

5. Games issued to housing areas will remain in that housing area. Abuse of these games may result in loss of all games for a period designated by Jail Operations.

6. Televisions, radios, DVD/VCRs, hot water pots and microwaves are available in some housing areas. These are privileges that may be removed if jail rules are violated. Normally, residents may utilize these privileges until 11:30 p.m. each night. At this time, the lights and appliances will be turned off.

Any damages sustained to appliances must be reported immediately to jail staff for repairs. Failure to do so may result in your housing area losing some or all privileges for a period designated by the appropriate supervisor.

L. TELEPHONE CALLS

Residents are allowed two phone calls, not to exceed 5 minutes each, upon initial processing into the Jail Annex. These calls may be free local calls, or collect long distance calls.

Routine phone calls, from the Jail, to family or friends are allowed through the "Resident Phone System". The "Resident Phone System" is an automated collect calling system designed to work with your resident jail

number. The phone system utilizes the resident number as a "PIN (personal identification number)" and allows you to make as many calls as you wish, if the party called accepts the collect call or you may purchase phone time through the commissary. The party called will be billed for each call, at a rate set by the phone service provider. Incoming calls cannot be accepted by this system.

ALL PHONE CALLS ARE SUBJECT TO ELECTRONIC MONITORING AND RECORDING BY LAW ENFORCEMENT PERSONNEL.

The resident phone system is available after each morning housing unit inspection and barring any disciplinary action, is available daily until 11:00 p.m. (Except for the high custody end). Violations of the "Resident Phone System" or destruction of phone equipment may result in a loss of phone privileges, institutional and/or criminal charges being filed.

NO THIRD PARTY/CONFERENCE PHONE CALLS ARE PERMITTED.

Use of the telephone for personal calls is a **privilege**, not a right.

M. RESIDENT MAIL

All correspondence received or sent to another jail facility must have your Richmond City Jail resident number on it, and must be in an envelope. Mail received without a resident number, returns address or addressed to a name which could represent more than one resident, may be returned to the sender. There is no limit to the

number of letters you may send or receive. Residents are prohibited from corresponding with other residents incarcerated in the Richmond City Jail.

Only immediate family requests will be considered, and these requests must be forwarded to the Sheriff or his/her designee for consideration and approval. All outgoing mail should be sealed by you.

Your mail will not be intentionally delayed in mailing or delivery. Mail will be delivered within 24 hours of its arrival, except Saturdays, Sundays and holidays. Mail received for a resident who has been transferred or released may be forwarded or returned to sender. All residents will be given the same correspondence privileges. This privilege will not be withdrawn as punishment.

It is the policy of this Office that all seized mail shall be, unless needed for criminal investigation or prosecution or is property which can legally be possessed outside of the facility, shall be stored, returned to sender, or destroyed, as the inmate desires.

Once the mail is to be considered "seized" the inmate who was to receive the mail will be notified in writing of the reason for such seizure. If a return address is available, the sender will also be notified of the seizure and will be allowed to challenge the seizure via written request to the Sheriff or designee.

You will be required to consent to censorship to receive mail at this facility. If you fail to complete a consent form, your mail will not be opened and will be returned to the Postal Service.

Residents who elect to receive correspondence may be responsible for the content of each letter, and that correspondence which contains threats, extortion or other illegal activity may result in prosecution for violation of Federal Laws.

This policy does not apply to legal mail.

The following letters received from the special categories below will be inspected for contraband in the presence of the resident:

1. Attorneys.
2. Federal and State elected officials.
3. Law Enforcement officials.
4. Court officials.
5. Department of Corrections.
6. American Civil Liberties Union (ACLU).
7. National Association for the Advancement of Colored People (NAACP).
8. Urban League, Offender Aid and Restoration (OAR).
9. Other established social organizations as designated by the Jail Administration.

We will accept and cash certified checks, personal checks or postal money orders for you. **Personal checks for an amount more than \$10.00 will not be accepted.** You will receive a receipt for all monies received. **Personal checks will be held for a period of 10 days before they are placed**

on your account. All books and magazines received through the mail **must come directly** from the publishing company. (**Soft cover books only**)

If you have no money to buy stamps and have been a resident for at least 90 days, you will be supplied with these by requesting a stamp package from quartermaster. You will be eligible to receive no more than five (5) first-class stamps per week. You must send a request to the Quartermaster supervisor for these items.

Mailing Address

John/Jane Doe # 00000
Richmond City Jail
1701 Fairfield Way
Richmond, Virginia 23223

N. RESIDENT BARBERSHOP SERVICES

There are no rules governing the length or style of a resident's hair or facial hair, **unless**, it is deemed to pose an unsanitary condition for himself or others. No resident's hair will be cut as a punishment. Hair can will be subject to search.

Hair accessories, extensions, and wigs will not be allowed for security and safety reasons. These items will be removed upon being processed into the Jail. All items removed will be placed in your personal property unless deemed unsanitary.

Resident haircuts can be requested by submitting a "Haircut Request Slip" to the barbershop staff. These slips are available from the barbershop. Residents that

are scheduled for court and listed on the court list will be given first priority over other residents submitting requests. All others will be handled on a first come - first serve basis. Those submitting requests should realize the size of the City Jail population and therefore be patient.

O. LIENS FOR COURT FINES

The Virginia Department of Taxation and or the Commonwealth Attorney's Office may process liens against a residents' account at the Richmond City Jail to satisfy outstanding court fines costs. The Richmond Sheriff's Office is obligated under State Law to seize all monies over **\$20.00** to satisfy these liens. A copy of the lien and the amount of money seized will be forwarded to each resident for whom the lien applies.

IV. VISITATION

Your visitation days and the number of visits within a specified time period are dependent on your security custody level. The Richmond Sheriff's Office strongly encourages visitation by family and friends. It is our belief that through visitation, residents will not lose that special bond they had with the community and their families prior to their incarceration, and they will have an easier transition upon their release. Visitors with cell phones, cameras and or wireless communications devices will not be allowed into the facility. Visitors to the jail deemed inappropriately dressed will be denied access to the facility.

A visitation schedule will be posted, but it is subject

to change at anytime, by the Jail Administration.

During the classification process you will be allowed to list 3 names of visitors only. Please be selective when choosing your visitors.

Only those names that appear on your list will be allowed to visit.

You may have one "out-of-town" visit every 30 days. The visitor must have proper identification which shows that he/she lives outside of a 100 mile radius.

No one under the age of 18 may visit a resident unless accompanied by an adult. Visitors 16 to 18 years of age must be listed on the visitor card and counted towards the number of visitors allowed. Visitors under the age of 15 must be accompanied by a parent or legal guardian, but, need not be listed on the visitation card.

To change names on your visitation list you may submit a resident request form to Classification 90 days after your primary list is completed and every 90 days thereafter. **Resident visitation conversations may be electronically monitored and/or recorded.** This is done to prevent escapes, riots, disturbances, and prevent the introduction of weapons, drugs and other contraband. It also prevents criminal activity by residents while incarcerated and protects the public from harassment and fraud by residents. This equipment may also be used by other Law Enforcement agencies in connection with criminal investigations.

Conversations between you and your attorney are confidential and Jail staff may not listen to it. You also have the right to confidential visits with the following:

1. An attorney or authorized member of his/her staff.
2. Probation or Parole Officer.
3. Any social worker authorized by the Jail Administration.
4. Any Priest, Rabbi or recognized Minister. (Monday, Wednesday and Friday only)
5. Doctor, Psychiatrist or Psychologist.

Male/Female Residents:

Any visitor listed above (1-5) will be allowed to visit between the hours of 9:00 a.m. to 11:00 a.m., 12:00 p.m. to 4:00 p.m., and 5:00 p.m. to 9:00 p.m.

V. DINING HALL

Meals are served 3 times a day. Residents may request special diets based on religious requirements if **approved**. Special diets for medical reasons must be approved as prescribed by the Medical Department and forwarded to the Culinary Services Unit. Special diets for religious reasons must be approved by the Chaplain.

No talking or walking around the dining hall is permitted.

All residents, once seated, will remain seated until called for by Jail staff. The officer on duty will make seating assignments according to resident housing areas.

Food and drink will not be taken from the dining hall.

Residents assigned to Segregation, Special Housing or High Custody Level Housing will be fed in their assigned housing areas.

VI. RESIDENT DISCIPLINE

A. Due Process Procedure

If you violate a written rule of the Jail, a disciplinary report will be completed by the officer involved and signed by the Shift Supervisor.

This report will include a detailed account of what occurred and the factual basis for it. A resident accused of a violation will be scheduled for a hearing, by an impartial Adjustment Committee Chairperson, or Hearing Officer, and have that hearing held within 7 working days, after being served notice of the violation.

You will be given written notice of the charges against you during the reporting officer's tour of duty, when the violation occurred, if possible, or upon completion of any investigation regarding the violation. The disciplinary report will include the following:

1. Specific rule violation.
2. Time, date and location of the violation.
3. Summary of the details describing the violation.

The resident will be given at least 24 hour notice, prior to the actual hearing date. The resident may waive this 24 hour notice and have the hearing held earlier if the Committee Chairperson can arrange to have all

parties involved available.

After receiving written notification of the charges alleged against you, you will be permitted to present a list of witnesses at least 12 hours prior to the meeting of the Adjustment Committee. Your response **must** be submitted to the Adjustment Committee Chairperson prior to the hearing date. All written testimony must accompany you to the hearing.

B. Adjustment Committee

The function of the Adjustment Committee is to hear the facts and evidence concerning the violation and then return a fair and impartial judgment. You have the right to be present at the hearing to explain or deny the charges **unless** that right is waived, in writing or by your behavior. You may be excluded during testimony of any other resident whose testimony must be given in confidence. The reason for your absence or exclusion will be documented.

If the Committee finds you guilty, then the appropriate action is taken. This may take the form of counseling, punishment, or a combination of the two.

The Committee may also recommend that you be placed in a higher security/custody status. The hearing will be taped for your protection and to help when deciding any appeals. This also ensures that all procedures were followed and a fair hearing was held.

The hearing shall be informal, but each side shall have the right to present witnesses and to question opposing

witnesses. You may obtain the **voluntary** assistance of a jail staff member or another resident in defending the charges. These advisors will not be allowed to testify or speak on your behalf, they can only advise you as to what questions you may wish to ask.

The Adjustment Committee may limit the number of witnesses heard, if the Committee decides, through the reading of the testimony, that the testimony is irrelevant to the case or repetitious.

No postponements will be granted, **unless** at the discretion of the Adjustment Committee Chairperson.

For criminal offenses (rape, sodomy, assault, possession of drugs or weapons, etc.) the **maximum penalty** allowed by law **will** be sought, which will include institutional charges.

Office personnel **will not** be allowed to talk to witnesses about the case before the hearing.

The officer who has filed the charges or any witnesses to the incident may not sit on an adjustment Committee. This is to ensure that the Committee decision will be based only on the evidence presented.

The Committee members may read the resident disciplinary report and your written account, if one is available, prior to the hearing, but no discussion will be allowed. This is only to familiarize the Committee with the type of case that they will be hearing.

Your prior record may not be used during this hearing, however, once a decision has been reached, the Committee may use your past institutional record in deciding punishment.

When all evidence has been presented and all witnesses heard, the hearing will adjourn, and the Committee will make a decision.

The hearing will then resume and the Chairperson will advise you what evidence and testimony was relied upon to decide guilt or innocence.

Written findings of the facts and evidence shall be made and a copy sent to you. They shall include the specific disciplinary action to be taken, including the limits of the punishment.

You may submit your case for review to the Sheriff or his/her representative. The Sheriff or his/her representative may review the record and the decision made by the Committee, and may then suspend or reduce the sentence. The Sheriff or his/her representative cannot increase the punishment dispensed by the Adjustment Committee.

C. Conditions and Limitations on Punishment

Correspondence privileges may not be denied as punishment unless the offense itself is directly related to abuse of such privileges.

Dietary restrictions may not be imposed as punishment.

Physical restraints (chains, handcuffs, etc.) may not be used to bind a resident, except to transport when prescribed by jail administration to ensure resident staff safety.

Restraints which prevent exercise may not be used as punishment.

Corporal punishment may never be used.

You may not be denied bedding, clothing or personal hygiene items, **except** where prescribed by proper medical authorities.

Your hair, mustache or beard may not be cut as punishment.

D. Appeals

All appeals must be submitted to the Sheriff or designee, within **2** working days from the date of the hearing. This must be done, in writing, and contain explicit justification for the appeal. Appeals shall be heard or responded to within **5** working days after receiving the appeal. The Sheriff or his/her designee shall consider the following:

1. Whether the Hearing Officer or Adjustment Committee substantially complied with regulations on resident discipline.
2. Whether the Hearing Officer or Adjustment Committee based their decision on substantial evidence.
3. Whether an appropriate sanction was imposed for the violation of which the resident was found guilty.

E. Major Rule Violations

A violation that is serious in nature and that may result in disciplinary segregation.

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| 101 | Refusing to obey a direct order |
| 102 | Conduct which disrupts/interferes with any staff personnel's performance of duty |
| 103 | Conspiring/Planning to escape |
| 104 | Taking a hostage |
| 105 | Sodomy by force |
| 106 | Consensual homosexual activity |
| 107 | Soliciting for homosexual purposes |
| 108 | Assaulting any staff or visitor |
| 109 | Assaulting another resident |
| 110 | Failure to report any theft or assault immediately |
| 111 | Possession of a weapon or sharpened object |
| 112 | Use of any object as a weapon or tool in the commission of an offense |
| 113 | Inciting a riot/disturbance by words or acts |

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| 114 | Participation in a riot/disturbance | 130 | Conspiring to, or aiding in, the commission of a Major rule violation |
| 115 | Setting or attempting to set a fire or arson | 131 | Attempting to commit a Major rule violation |
| 116 | Possession of contraband (specifically illegal drugs, intoxicants, drug paraphernalia or weapons) | 132 | Making a false statement during an investigation, to a Hearing Officer, Adjustment Committee, or during an ICC hearing |
| 117 | Fighting with any person | 133 | Habitual offender. (A person receiving 3 or more violations during a period of 6 months or less. In this situation the 3rd report will be treated as a Major Violation and will be subject to Major Rule sanctions) |
| 118 | Stealing from a resident, staff or visitor | 134 | Any incident that is a violation of the Code of Virginia which is not handled by the Office of the Commonwealth Attorney or the Minor Rule Violation Hearing |
| 119 | Threatening bodily harm to staff or visitors | | |
| 120 | Threatening bodily harm to a resident | | |
| 121 | Indecent exposure to staff or visitors | | |
| 122 | Manufacture, possession or detonation of an explosive device | | |
| 123 | Distributing prescribed medication to a resident | | |
| 124 | Tampering with Jail security equipment or structure | | |
| 125 | Destruction of State or City property | | |
| 126 | Interfering with court procedures | | |
| 127 | Possession of identification belonging to another | | |
| 128 | Unclean/Unsanitary conditions in your housing area, or failure to maintain personal hygiene standards | | |
| 129 | Extortion | | |
- F. Sanctions for Major Rule Violations**
1. A period of time in Disciplinary Detention status, not to exceed 15 consecutive days for each offense. If a resident is found guilty of more than one offense at the same time, the resident cannot stay in isolation for a period of time exceeding 15 days for each offense.
 2. *All residents in disciplinary Detention, or Administrative Segregation, will have a medical*

evaluation conducted for every 15 days of confinement.

3. The loss of privileges, for a period of time, not to exceed 15 days, to include any or all of the following:
 - a. Commissary (minus clothing/hygiene)
 - b. Visitation
 - c. Outdoor Recreation
 - d. Opportunity to work on detail
4. Written reprimand
5. Recommendation to ICC to increase security/custody level
6. Loss of statutory good time
7. Make monetary restitution, if appropriate
8. Any combination of the above, except items 1 and 4
9. Criminal charges may also be taken out in addition to Adjustment Committee punishment

G. Minor Violations of Jail Rules and Regulations

All the rules outlined for Major Rule Violations are in effect for Minor violations. This also includes the due process procedures. Minor rule violations may be heard by the Hearing officer or Adjustment Committee Chairperson, rather than a full Adjustment Committee.

H. Minor Rule Violations

A violation which is less serious in nature than a Major violation that may result in loss of privileges.

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| 201 | Defacing State or City property |
| 202 | Possession of contraband, including extra clothing/bedding |
| 203 | Possession of stolen property |
| 204 | Failure to return or account for Jail issued property (Your canteen account may also be charged for this property) |
| 205 | Lending, selling or giving away any personal property to any person |
| 206 | Curse and abuse toward staff/visitor |
| 207 | Refuse to obey the order of any staff member |
| 208 | Being in an unauthorized area |
| 209 | Tattooing oneself or another resident |
| 210 | Smoking, possession or use of any tobacco products |
| 211 | Making a false statement |
| 212 | Interfering with staff in the performance of their duties |

- 213 Gambling
 - 214 Failure to stand for count
 - 215 Unauthorized use of the phone
 - 216 Malingering/Feigning illness
 - 217 Making or attempting to make unauthorized contact with the public
 - 218 Conspiring to, or aiding in, the commission of a Minor violation
 - 219 Any incident that is a violation of the Code of Virginia which is not handled by the Office of the Commonwealth Attorney or a Major Rule Violation Hearing
- I. Sanctions for Minor Rule Violations**
- 1. The loss of privileges, for a period of time, not to exceed **15** days, to include any or all of the following:
 - a. Commissary (minus clothing/hygiene)
 - b. Visitation
 - c. Outdoor Recreation
 - e. Opportunity to work on detail
 - 2. Written reprimand
 - 3. Any combination of the above

VII. RESIDENT GRIEVANCE PROCEDURE

There may be times when you have a complaint against some policy or staff member of the Jail. For this purpose, a Resident Grievance Coordinator has been appointed to provide a fair resolution and expeditious response to resident grievances.

The Grievance Coordinator will impartially review the grievance involving you and the institution, addressing the following areas:

- 1. Any situation in which you feel that you are being treated in a way that is a violation of any law, policy or regulation.
- 2. Any situation in which you feel that you are being mistreated or abused physically, verbally or by any other type of act or omission by a staff member or any other resident.
- 3. Any situation in which you believe that an unsafe condition exists.
- 4. Any situation in which you believe that any law, rule, regulation or policy is being misapplied or misused to your detriment.
- 5. Any inappropriate action of staff against residents.

Any law, policy, rule or regulation required to be imposed upon residents cannot be grieved.

Forms for filing grievances are available at the Control Tower, Classification Department, Law Library, A3, C3, or

from a Shift Supervisor at the Jail. All grievances must be written on the appropriate form; writing on anything else may not be accepted.

Residents are reminded to carefully complete the form (s) only where indicated, and to write legibly. The Grievance Coordinator's box is located at the entrance to the dining hall. Grievances are collected by the Grievance Coordinator and a written response will be made within 9 working days of receipt of the grievance.

Ensure what you are making a complaint about falls within areas 1 - 5 listed above, and not a request that can be answered by another department within the Sheriff's Office.

If your complaint is that you are not getting an answer from numerous requests, **do not** write a grievance, instead, please submit a letter explaining your situation to the Division Commander or the Major who will take the appropriate corrective action.

A. Grievance Appeal Procedure

If you are not satisfied with the written decision of the Grievance Coordinator, you may appeal it to the Sheriff's designated representative within 2 working days of receipt of the decision. The designated representative will send you a written decision to your appeal within 3 working days. **The Sheriff's representative's decision is final.**

The Commander of Jail Operations or designee will answer any grievances against the Grievance Coordinator. Appeals of the Commander of Jail Operations or designee will follow the same procedure as outlined above.

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B. Emergency Grievances

Emergency grievances provide a remedy for any action that subjects the resident to substantial risk of life, health or safety issues resulting from no fault of the resident. The regular grievance form will be completed and must be submitted to the **Shift Supervisor immediately** for a quick response.

If the grievance does not meet the definition of being an emergency, it shall be returned to the resident with suggested measures of resolving the issue or forwarded to the Grievance Coordinator.

C. Abuse of Grievance Procedure

Residents who abuse the grievance procedure by excessive filings or habitual misuse of the procedure hinder access by other residents and impede staff's ability to investigate and resolve complaints within specified time limits.

Where a resident is adjudged to be abusing the grievance process, it is the responsibility of the supervisor of the grievance coordinator to regulate that resident's usage of the regular and emergency grievance procedures. On a case-by-case, the supervisor of the grievance coordinator should review the resident's usage of the grievance procedure and determine whether restriction of regular and/or emergency filings is needed.

A resident may be restricted to no less than one (1) grievance per week. The supervisor of the grievance coordinator will notify the resident in writing of the reason for the limitation, the number of grievances that

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he/she is limited to, and the length of time of the limitation. Any regular or emergency grievance submitted in excess of the limitation will be returned to the resident without a response.

D. Sexual Misconduct Against Residents

Residents may confidentially disclose incidents of sexual misconduct, sexual contact, sexual abuse and sexual harassment to any Sheriff's Office employee, either verbally or in writing. Residents may file a Resident Grievance on sexual misconduct through the Emergency Grievance procedures. All forcible sexual assaults will be reported to Internal Affairs immediately in order to preserve any physical evidence.

Any resident who reports an incident of sexual misconduct, sexual contact, sexual abuse or sexual harassment may request to be treated as an anonymous informant.

E. Time Limitations

All time limitations mentioned in this procedure will be closely adhered to without neglecting other Jail business.

F. General

The Grievance Coordinator cannot respond to grievances arising from civil or criminal court trials. Records or grievances filed will not be placed in your central file.

The filing of a grievance will not be the basis for reprisals or disciplinary action directed against you.

By filing a grievance you do not waive any legal means of recourse which may be applied to the circumstances that form the basis of your grievance. Contact an officer if you have any questions about the grievance procedure. The officer will ensure someone talks to you about the procedure.

REPORT ALL ASSAULTS AND THREATS

If you are physically or sexually assaulted or threatened by anyone, **IMMEDIATELY REPORT THE INCIDENT** in writing if possible.

Upon receipt of your complaint, you will be moved to another area of the Jail to ensure your safety.

If you at anytime have difficulty in reading or interpreting this handbook, contact any officer.

AIDS IS FATAL!

You can get **AIDS** from sexual activities or needle sharing.

Think about it before you engage in these activities.

Medical Director
Richmond City Sheriff's Office